

**04.01.010  
Employee Tips****Effective Date**  
September 1, 2017**Version**  
2017.1**Prepared By**  
Operations Manager**Approved By**  
General Manager

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**Purpose**

To establish policy concerning employee tips.

**Scope**

Passenger Service Management, Chief Stewards, Chief Pursers, AMHS Staff

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**Policy**

- I. In accordance with The Alaska Executive Branch Ethics Act<sup>1</sup> acceptance of tips by employees is strictly prohibited<sup>A</sup>.
  - a. Passenger Services shall ensure that all new hired department employees complete and sign Form 04.01.010A, State Policy Regarding Acceptance of Tips.
  - b. Chief Stewards shall ensure that no tipping signs are posted in appropriate spaces onboard and ensure that the policy is strictly followed and enforced.
  - c. Chief Pursers shall include a statement about the 'no tipping onboard' policy during the required SOLAS announcements to the public after departure from each port.
- II. If tips are offered:
  - a. Staff are to refuse the tip and give a brief explanation that State employees are NOT allowed to accept tips.
  - b. If tips are added to credit card charges, the tip amount is to be struck from the charge slip and the passenger billed only for the amount of the actual service charges.
  - c. If tips are left as cash or check in a service area, they are to be returned to the passenger if possible.
    - i. If the tips cannot be returned to the passenger, they are to be turned over to the Chief Steward for inclusion in the weekly trip revenue as a separate line "Tips Received." The tips are to be tallied and collected each week with the weekly trip reports.

**Responsibilities**

1. Passenger Services Management:
  - a. Ensures all new hired department employees sign Form 04.01.010A.
2. Chief Stewards:
  - a. Posts signs advising of the 'no tipping policy'.
  - b. Ensures staff strictly follows the policy.
  - c. Includes unclaimed tips in the weekly trip report.
3. Chief Pursers:
  - a. Makes public announcements regarding the 'no tipping policy'.
4. AMHS Staff:
  - a. Follows policy as contained within this document.

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<sup>A</sup> The Act states in part "A public officer may not accept, receive, or solicit compensation for the performance of official duties or responsibilities from a person other than the state." It also defines a "public officer" as a public employee.

## **Forms**

[State Policy Regarding Acceptance of Tips, Form 04.01.010A](#)

## **Revision History**

Supersedes CSP&P 23-1

Original Version 2017.1, September 1, 2017

## **References**

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<sup>1</sup> The Alaska Executive Branch Ethics Act, AS 39.52.120 (b) and AS 39.52.960 (21) (A)